

NIS EMPLOYEE SELF SERVICE INSTRUCTIONS

Getting Started

Overview

Sign on to NIS in order to review payroll, leave, benefit, and personal information.

Steps

Go to <http://www.nis.ne.gov>. You will be at the screen shown below.

NIS Website
Address **NIS.NE.GOV**

The screenshot shows a web browser window displaying the NIS website. A callout bubble points to the address bar with the text "NIS Website" and "Address NIS.NE.GOV". Another callout bubble points to a "Sign on to NIS" button with the text "Left click once here to enter NIS". The website content includes the NIS logo, a welcome message, a disclaimer, and a "Sign on to NIS" button. Below the button, there is a paragraph of text about the sign-on process and contact information for the HELP Desk. At the bottom, there is a "Tip of the Week" section and a "Collaborate*Integrate*Achieve" section.

Welcome to the
Nebraska Information System

This is a government computer system. Access to this system is prohibited. Any unauthorized access, use, or disclosure is prohibited. Monitoring, alteration, destruction or damage to this system could result in criminal and/or civil penalties.

Left click once here to enter NIS

Sign on to NIS

As you begin the process of signing on to NIS you will be asked for your USERID and PASSWORD. If you do not know your userid or password, if you encounter any problems or have any questions about the sign on process or the NIS System you will need to contact the **HELP Desk** at (402) 471-4636 or 1-800-982-2468. To sign on to NIS click the above button.

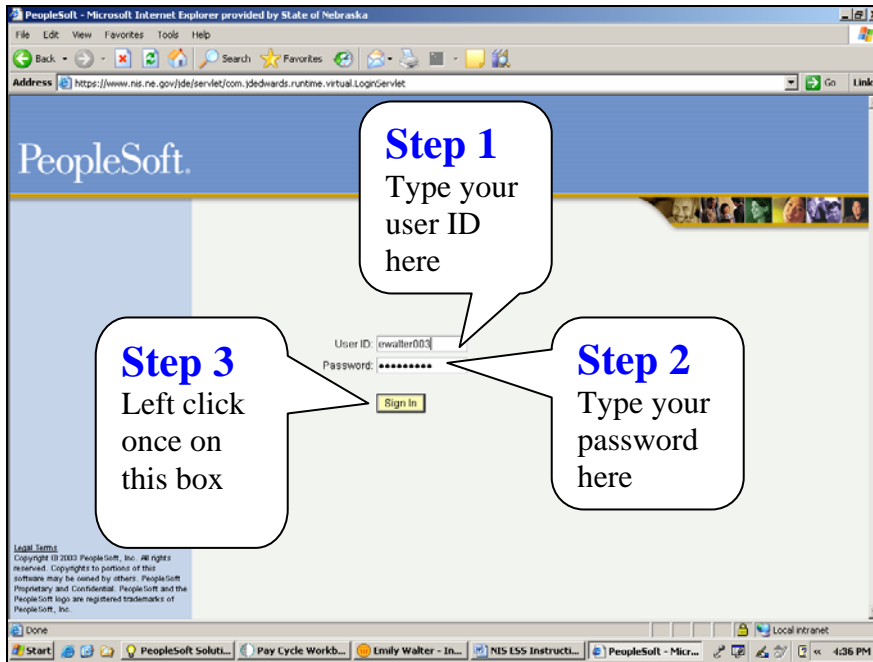
Tip of the Week

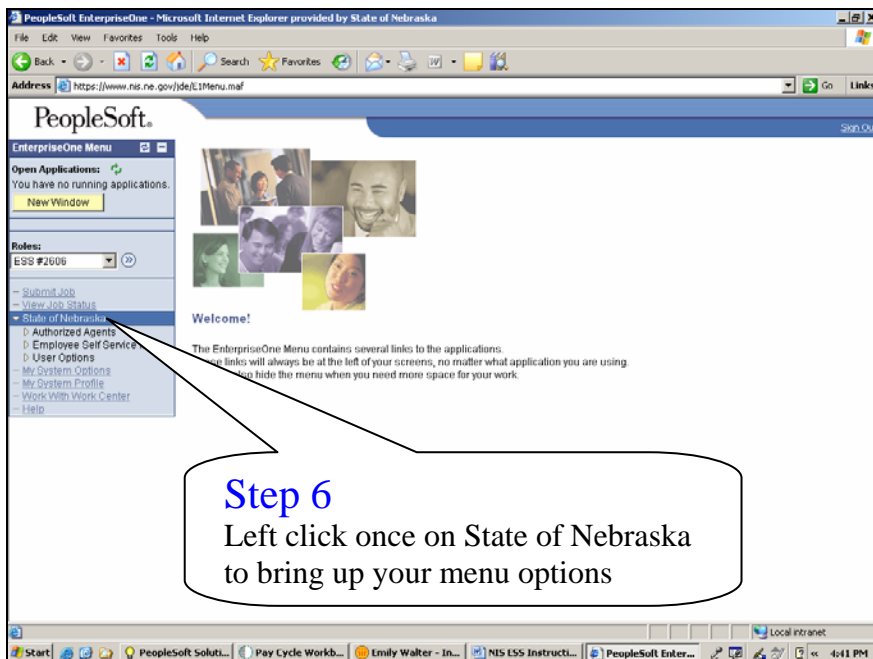
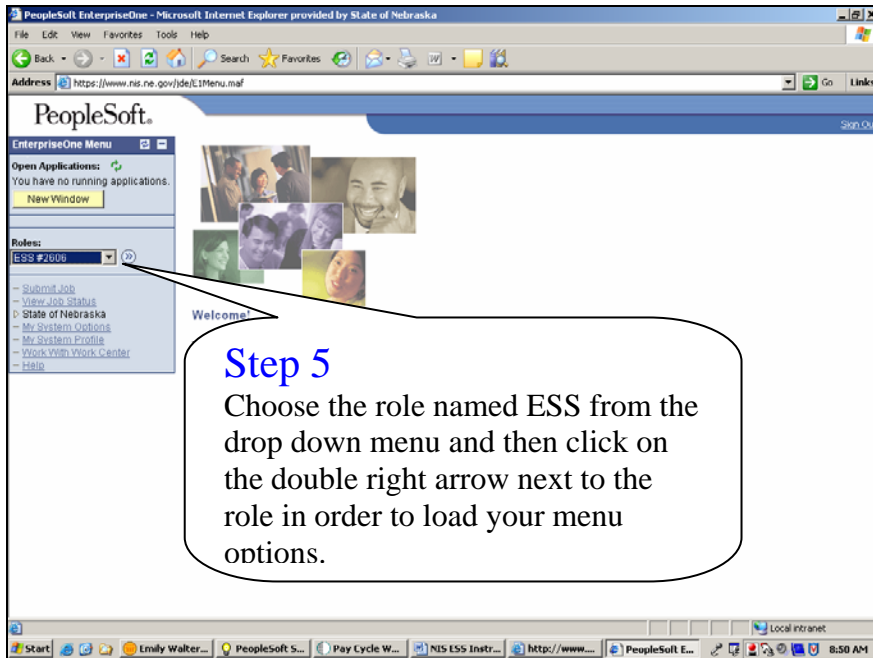
Customized Grids

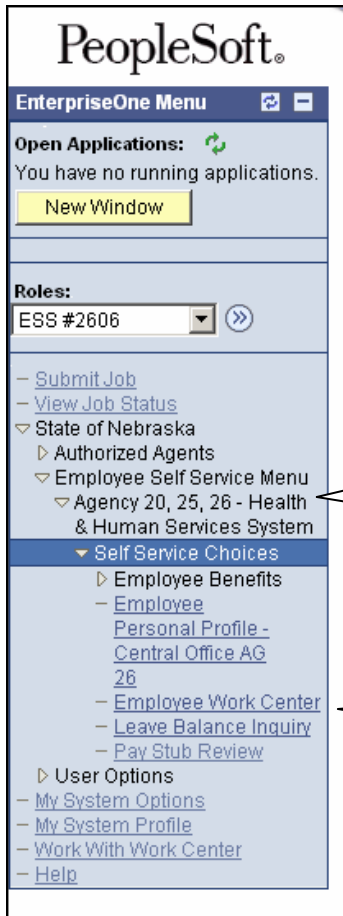
Customized grid formats in NIS appear to be linked to issues with corrupt ID's. We are

Collaborate*Integrate*Achieve

The Nebraska Information System was designed to integrate our business processes and systems, to improve the quality and accessibility of information; reducing redundant data entry, storage and processing, enabling e-government, and







Step 7

Left click once on 'Employee Self Service Menu', left click on 'Agency 20, 25, 26 – Health and Human Services System', left click on 'Self Service Choices'. This will bring up your employee self service menu.

Step 8

Left click once on the menu option of your choice. Please see following pages for further information about each of these menu options.

Please see following pages for instructions on using each employee self service menu option.

Employee Personal Profile - Central Office AG 26 - Employee Profile and Job Information

Close Form Tools

Employee No. Working Title [Contact HR](#)

Personal

Gender	<input type="text" value="F"/> FEMALE	Date of Birth	<input type="text" value="04/18/1979"/>
Ethnic Code	<input type="text" value="01"/> WHITE (NOT OF HISPANIC ORI...	Marital Status	<input type="text" value="S"/> SINGLE
NIA	<input type="text" value="E"/> ENGLISH	Disability	<input type="text" value="N"/> NO

Company (Self Service) **Job (Self Service)**

Employee Tax ID	<input type="text"/>
Last Start Date	<input type="text" value="02/28/2005"/>
Date of Original Employment	<input type="text" value="09/17/2001"/>
Home Company	STATE GENERAL FUND
Home Business Unit	HUMAN RESOURCES PAY HOME
Employment Status	FULL-TIME REGULAR
Supervisor	GERNER, LINDA J

- On Employee Personal Profile – Employee Personal Profile and Job Information, review the following information provided in the **Personal** section of the Header:
 - Gender
 - Ethnic Code
 - Marital Status
 - Disability
 - Date of Birth
- Review the following information on the **Company (Self Service)** tab:
 - Employee Tax ID
 - Last Start Date
 - Date of Original Employment
 - Home Company
 - Home Business Unit
 - Employment Status
 - Supervisor

Employee Personal Profile - Central Office AG 26 - Employee Profile and Job Information

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Company (Self Service) **Job (Self Service)**

Job Code	PERSONNEL OFFICER	Annual Salary	<input type="text" value="31,372.64"/>
Pay Frequency	HOURLY	Hourly Rate	<input type="text" value="15.083"/>
NIA	STATE OF ME IS NOT USING THIS	Comp Ratio	
Barg Unit	SUPERVISORY GROUP	Date in Current Job	<input type="text" value="02/28/2005"/>
Shift Code		N/A	
FLSA Exempt Y/N	<input type="text" value="Y"/>	Next Comp Review Date	
EEO Job Cat		N/A	<input type="text" value="3.850"/>
Benefit Group			

- Click the **Job (Self Service)** tab to review the following information:
 - Job Code
 - Pay Class

- c. Group Code
 - d. Shift Code
 - e. FLSA Exempt Y/N
 - f. Annual Salary
 - g. Hourly Rate
 - h. Date, Current Job Code
- 4. If you find information that requires correction, contact your Human Resources representative via telephone or email. Do not use the CONTACT HR button, as that is not functional at this time.
 - 5. Click **CLOSE**. You will return to the menu.
 - 6. Click **SIGN OUT** to end your session or continue with other self service options.

Leave Balance Inquiry

Overview

Use Employee Self-Service to review the accuracy of your vacation, comp and sick leave balances.

Navigation

State of Nebraska > Employee Self Service > Agency 20, 25, 26 – Health and Human Services System > Self Service Choices > Leave Balance Inquiry

Steps



The screenshot shows the 'Leave Balance Inquiry - Paid Time Off' window. At the top, it displays the user's name 'EMILY E WALTER', Employee Number '122946', and Tax ID. Below this is a table with columns: Description, Beginning Balance, Additions, Taken, Available, and Accrued but not yet available. The table lists five categories: SICK ACCRUALS, VACATION ACCRUALS, HOLIDAY ACCRUALS, FAM/MED LEAVE ACCRUALS, and COMP TIME. Callout bubbles explain the columns: 'Beginning balance is your balance as of January 1st', 'Additions shows your year-to-date earnings', 'Taken shows your year-to-date leave usage', and 'Available shows your current leave balances as of the last check date listed along the top'. A 'Close' button is visible in the top left corner.

Description	Beginning Balance	Additions	Taken	Available	Accrued but not yet available
SICK ACCRUALS	348.80	24.00	3.00	369.80	
VACATION ACCRUALS	208.42	24.00	6.50	225.92	
HOLIDAY ACCRUALS					
FAM/MED LEAVE ACCRUALS					
COMP TIME					

All values are in hours

Once you are done reviewing your balances, click **CLOSE**.

Click **SIGN OUT** to end your session or continue with other self service options.

Pay Stub Review

Overview

Use Employee Self-Service to review the accuracy of your pay stubs and to ensure that they are complete.

Navigation

State of Nebraska > Employee Self Service > Agency 20, 25, 26 – Health and Human Services System > Self Service Choices > Pay Stub Review

Steps

The image shows two screenshots from the PeopleSoft system. The top screenshot is the 'EnterpriseOne Menu' with a callout bubble pointing to the 'Pay Stub Review' option under 'Self Service Choices'. The bottom screenshot is the 'Pay Stub Review - TE - Web Self Service' window, which contains fields for 'Address Number' (122946) and 'Employee Tax ID' (123456789), and a 'Payment Date' field. A callout bubble points to the 'Payment Stub' button in the 'History' section.

PeopleSoft EnterpriseOne Menu

Open Applications: You have no running applications. [New Window](#)

Roles: EGS #2606

Welcome!

The EnterpriseOne Menu contains several links to the applications. These links will always be available. You can also hide them.

Left click on Pay Stub Review menu option.

Pay Stub Review - TE - Web Self Service

Cancel Tools

Address Number: 122946

Employee Tax ID: 123456789 Doe, Jane

Left click on payment stub or enter payment date.

Time Entry

Line Detail

Daily

History

Payment Stub

Payment Date

1. Click the **Payment Stub** button to search for a pay stub to view. (If you know the exact date of your payment stub, enter the date into the **Payment Date** field and then click the **Payment Stub** button).
2. On the Pay Stub Review – Work With Pay Stub History window, select the Check Date that you would like to review by clicking the radio button to the left of the row

and click **Select**. (To search for a specific time period, enter dates into the **From Check Date** and the **Through Check Date** fields and click **Find**.)

Pay Stub Review - Work With Pay Stub History

Select Find Close Row Tools

Employee Identification

From Check Date Through Check Date

Records 1 - 10 Customize Grid

Address Number	Alpha Name	Employee Tax ID	Alternate Number	Check Date	Check Control
				03/31/2006	887
				02/28/2006	874
				01/31/2006	863
				12/30/2005	854
				11/30/2005	842
				10/31/2005	831
				09/30/2005	822
				08/31/2005	805
				07/29/2005	791
				06/30/2005	779

Left click on radio button next to pay stub you want to review.

Left click on SELECT.

- On Pay Stub Review – Pay Stub History Information, review and verify your pay stub information.

Pay Stub Review - Pay Stub History Information

Form Row Tools

Address Number Route 2672227500

Check Date 03/31/2006 Check No. 81086423

Records 1 - 10 Customize Grid

Seq.	Pay Type	Pay/Accrual Description	Hours	Hourly Rate	Gross Pay	YTD Amount	DBA Code	Deduction Description	Current Amount	YTD Gross Amount
1	P	Regular Pay	160.83	15.083	2,425.80	7,217.06		GROSS WAGES	2614.33	7,842.9
2	P	Vacation Pd.	3.00	15.083	45.25	98.04		FEDERAL INCOME TAX	246.19	738.5
3	P	Sick Paid	1.50	15.083	22.62	45.24		FEDERAL FICA WITHHELD	152.17	456.5
4	P	Holiday	8.00	15.083	120.66	482.64		FEDERAL MEDICARE WITHHE	35.59	106.7
5		Retirement			176.59	529.77		NEBRASKA STATE INCOME TA	89.91	269.7
6		Health Ins			281.72	845.16		RETIREMENT	113.20	339.6
7		Basic Life Ins			1.40	4.20		HEALTH INS	74.88	224.6
8		Vacation Hours Earned			8.00	24.00	3431	LIFE-3XSAL	6.65	19.5
9		Sick Hours Earned			8.00	24.00	3456	AD&D	0.10	0.2
10		* Sick Taken/Available *	3.00		369.80			DENTAL INS	19.96	59.6

Use the arrow to view the entire pay stub.

Hours and amounts paid.

The right side of the pay stub lists all your deduction information.

4. Click **Close**. You will return to the Pay Stub Review - Work with Pay Stub History window.
5. Click **Close**. You will return to the Pay Stub Review - Web Self Service window.
6. On Pay Stub Review – Web Self Service, click **Cancel** to return to the menu.
7. Click **SIGN OUT** to end your session or continue with other self service options.

CONTACT YOUR PAYROLL/BENEFIT
REPRESENTATIVE IF YOU HAVE ANY
QUESTIONS OR CONCERNS ABOUT YOUR
LEAVE BALANCES OR THE
INFORMATION ON YOUR PAY STUB.

